



*Government of the District of Columbia
Department of Health, HIV/AIDS Administration
Capacity Building and Community Outreach Bureau*

Deadline: Monday August 18, 2008 at 5:00 PM



**District of Columbia
Department of Health, HIV/AIDS Administration
Capacity Building and Community Outreach Bureau**

**EFFI BARRY HIV/AIDS PROGRAM
APPLICATION**

**District of Columbia
Department of Health, HIV/AIDS Administration
*Capacity Building and Community Outreach Bureau***

Deadline: Monday, August 18, 2008 at 5:00 PM

LATE APPLICATIONS WILL NOT BE ACCEPTED

PRE-APPLICATION CONFERENCE

WHEN:	Thursday, July 24th , 2008
TIME:	10:30 AM – 12:30 PM
WHERE:	HIV/AIDS Administration 64 New York Avenue, NE 1st Floor Large Conference Room Washington, DC 20002

Introduction

The District of Columbia, Department of Health (DOH) HIV/AIDS Administration (HAA) seeks to strengthen the internal administration and build the capacity of small community and faith organizations based and located within areas of the District hardest hit by the HIV/AIDS epidemic to start and/or expand a range of HIV/AIDS prevention and support programming. The recently released *District of Columbia HIV/AIDS Epidemiology Annual Report 2007* shows that the District has the highest HIV/AIDS rates in the nation. The District has a “modern” epidemic characterized by a large burden of the disease that crosses



multiple modes of transmission, age, sex, and race/ethnicity, unlike any other jurisdiction. The Report also shows that the largest number of new HIV/AIDS diagnoses are occurring “East of the River” in Wards 7 and 8 and in adjacent Wards 5 and 6.

In 2007, the Council of the District of Columbia established the Effi Barry HIV/AIDS Program in honor of the former First Lady who dedicated her life and career to focusing attention and action on health disparities among communities of the city, raising early awareness and attention on the HIV/AIDS epidemic, and leading and championing increased resources and capacity in underserved communities, especially “East of the River”. The Effi Barry Program is a collaboration between HAA and the Office of Partnerships and Grants Development (OPGD). HAA administers the mini-grants and OPGD conducts a series of intensive capacity building classes and training to strengthen the executive management and administrative and programmatic operations of the participant organizations. All mini-grant recipients will be required to attend the training classes.

The overall objectives of the Effi Barry Program are two-fold: (1) to make small community and faith organizations competitive for HIV/AIDS

funding; and (2) to integrate or expand HIV/AIDS programming into the organizations’ core mission and activities.

This Request for Applications (RFA) seeks to recruit new Year One participants and select Year Two participants from the previously funded organizations.

For Year One participants, the mini-grants are intended to support the costs associated with participation in the training classes and developing a plan for program activity. A Year One participant will be considered successful when all training classes have been attended with demonstrated administrative organization improvements and a plan has been developed for new or expanded HIV/AIDS program activities.

For Year Two participants, the mini-grants are intended to support advanced administrative and programmatic training classes and start-up expenses for programs. A Year Two participant will be considered successful when new organizational capacity is demonstrated, new or expanded HIV/AIDS program activity has started, and participants are prepared to submit applications for additional funding sources for HIV activity, including DC Government, federal, or private.

The program activities are listed and described in the Program Scope section of the RFA. In starting or expanding HIV/AIDS programming, applicants are encouraged to include de-stigmatization of HIV/AIDS and volunteerism as vital components.

Eligible Organizations/Entities

HAA encourages applicants that have HIV/AIDS as their primary mission and those that have other than HIV/AIDS as core activities. Applicants should be familiar with delivering program activities in a culturally appropriate manner. Applicants may be individual organizations or a partnership/collaboration of multiple organizations. Applicants are eligible as not-for-profit or for-profit. Organizations not organized under a District of Columbia non-profit

corporation or without tax exempt status may apply through a third-party entity, which will act as a fiscal agent.

Year One Applicants

- ✓ Annual budget for community program activities cannot exceed \$500,000.
- ✓ Have not received prior mini-grants from the East of the River capacity building program.

Year Two Applicants

- ✓ Successfully completed the year one training (demonstrate how year one training and consultation were applied).
- ✓ Ward-based organizations
- ✓ If receiving other DOH funding, explain how that funding will not cover capacity building activities.

Target Population

Applicants must focus on the following target populations:

- Persons who are HIV positive or have AIDS, aware and unaware of their status.
- Persons who are HIV negative, aware and unaware of their status.
- Persons who engage in high risk behavior (e.g. unprotected sex, injection drug use) and members of their social networks.

Grant Awards, Amounts and Grant Period

HAA intends to award up to 20 mini-grants of up to \$10,000 for Year One participants and up to 10 mini-grants of up to \$50,000 for Year Two participants. The period of the training and mini-grants will be from date of award to September 30, 2009.

For More Information

Please contact:

Capacity Building and Community Outreach
Bureau
HIV/AIDS Administration
64 New York Avenue, NE
Washington, DC 20002
Phone (202) 671-4809
Fax (202) 671-4860

Application Submission Deadline Date and Time

Applications are due no later than 5:00 pm, on Monday, August 18, 2008. All applications will be recorded upon receipt. Applications submitted at or after 5:01pm will not be accepted. No additions or deletions to an application will be accepted after the deadline.

The applications must be delivered to the following location:

**HIV/AIDS Administration
Department of Health
64 New York Ave, NE
1st Floor, Suite 1001
Washington, DC 20002**



PROGRAM INFORMATION

This section provides specific requirements for Year One and Year Two applicants who wish to participate in the Effi Barry HIV/AIDS Program.

All applicants are to designate organization participants for training and at least one must be senior level management person.

Year One Applicants

Applicants must attend a 12 month series of intensive capacity building classes organized into five training tracks: Strategic Planning, Governance, Financial Management; Resource Development, and Communications. The training curriculum includes a mission-based logic model, performance-based indicators and monitoring best practices used for program evaluation, OPGD's core nonprofit capacity building services, and the findings from OPGD's pre-training assessments. The OPGD will offer the following, but not limited to, capacity building training classes to the Year One participants:

- Strategic Planning – Logic Models, Strategic Planning, Strategic Relationships.
- Governance – Board Development, Policies and Procedures, Evaluation.
- Financial Management – Financial Management, Budgeting, Accounting.
- Resource Development – Resource Development, Grant Proposal Writing, Volunteer Management.
- Communications – HIV/AIDS Education, Cultural Competency, Social Marketing.
- HIV/AIDS Programs – Prevention/Intervention Models, HIV Testing, Non-Medical Support Services.

Expected outcomes for Year One Participants:

- Applicants must demonstrate achievement in organizational areas identified for improvement, which may

include, but not limited to, a new strategic plan, board training program, new organization policies and procedures, revamped accounting system, new fundraising program, submission of grant applications for new funding, new communications materials (e.g., brochures, flyers, translation of materials into new languages).

- Applicants must develop a plan to implement at least one new or expanded HIV/AIDS program activity following participation. The plan should include, but not limited to, budget, staffing (paid or unpaid), target population, projected number of persons to be served, program activities, appropriate cultural sensitivity, how program is either integrated into current core activities or newly established, volunteer and de-stigmatization components, and resources and/or training needed.

Year Two Participants

Applicants must attend a 12 month series of advanced classes to build on topics from year one, monitoring and evaluation, and HIV-specific planning and programming.

Expected outcomes for Year Two Participants:

- Applicants must demonstrate achievement in organizational areas identified for improvement.
- Applicants must implement at least one new or expanded HIV/AIDS program activity following participation. The Applicants must include the details of the program, which include, but not limited to, budget, staffing (paid or unpaid), target population, projected number of persons to be served, program activities, how program is either integrated into current core activities or newly established, appropriate cultural sensitivity, volunteer and de-stigmatization components, and resources and/or training needed.

- Applicants also should be prepared to submit a proposal under at least one additional funding source for HIV activity, including DC Government, federal, or private.

Program Activities

There may be a perception that HIV/AIDS services consists exclusively of providing medical care and/or treatment. In fact, HAA provides funding for a range of services that are not medical or treatment related. There is a broad field of HIV/AIDS program activities that can contribute substantially to the goals of reducing HIV transmission and care and treatment for people living with HIV/AIDS. **In reviewing a range of program activities, applicants should consider whether their goal is to develop a new core activity or mainstream activities into their current programs.** Year One and Year Two applicants are encouraged to consider the following, but not limited, list of program activities:

- Community engagement and volunteerism – youth clubs, senior citizens clubs.
- Stigma reduction – HIV/AIDS ministries, existing organization events and activities.
- Prevention/Intervention – individual, group or community-wide program models that aim to reduce HIV transmission.
- HIV testing – individuals and/or couples.
- Parent programs – parent-child communication activities.
- Transportation – assisting individuals to medical care and/or treatment.
- Child care and babysitting – care for children of parents living with HIV while they are receiving treatment, medical care, or other services.
- Food related programs – home delivered meals, food bank, organization-based meals.
- Interpreter services – translation for individuals for whom English is a second language.
- Housing services – temporary or permanent housing.
- Respite care – providing relief for caregivers.
- Condom education and distribution – providing free condoms and training.
- Case management – facilitating and securing services.



3. Describe and provide summary of organization's overall annual budget, separating community program activity from other expenses.
4. For Year Two Applicants only, describe how the organization applied the training, planning, and consultation activities from year one to current operations.

Participation Goals

1. Provide a description of the organizational, administrative areas in need of improvement and specific outcomes the applicant intends to achieve.
2. Describe organization members that will be participating in the training and program activity, including staff and volunteers, with a brief explanation as to how each individual will also gain from participation in the program.
3. Identify the HIV/AIDS program activity or activities the applicant seeks to implement from participation in the program.
4. For organizations currently receiving DOH grants, describe nature, purpose, and how additional mini-grant funds would make the organization substantially more competitive.